This simulation provides an overview of how to enter a request for a new position and funding for the position in UCPath.

This simulation is for informational purposes only. The tasks included in this simulation are performed by those with the appropriate UCPath security role.



Step	Action
1.	The following tasks are covered in this demonstration: - Enter a <b>Position Control Request</b> (Position Control Initiator) - Enter position funding (Funding Initiator)



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Step	Action
2.	Location Position Control Initiators use the <b>Position Control Request</b> page to request that a position be added (or to update a vacant position) in UCPath. After the position request is entered and saved, the request is automatically routed to the appropriate person(s) for approval. After the position is approved, funding can be entered for the position. The funding
3	Click the <b>Add New Position</b> option
5.	Add New Position
4.	Click the Next >> button.



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Description Specific Information UC Position Data Supporting Documents
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Step	Action
5.	Use the <b>Description</b> page to enter header-level information about the position as well as <b>Job Information</b> , <b>Work Location</b> information and <b>Salary Plan Information</b> .
	This component is effective dated and captures history of any changes to the position.
6.	Use the <b>Job Information</b> section to identify the position's <b>Business Unit</b> and <b>Job Code</b> .
7.	The <b>Union Code</b> , <b>Title</b> and <b>Short Title</b> fields automatically populate based on the selected job code.
8.	Use the <b>Work Location</b> section to identify the location details and the position to which this job reports.
9.	The <b>Company</b> and <b>Location</b> fields automatically populate based on the selected department.



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Step	Action
10.	Use the <b>Salary Plan Information</b> section to identify the <b>Salary Admin Plan</b> and the <b>Salary Grade</b> related to the position. <b>Step</b> is not defined at the position level.
11.	The FLSA Status field defaults based on the job code.

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Step	Action		
12.	Click the <b>Specific Information</b> tab.		
	Specific Information		

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Step	Action	
13.	Use the <b>Specific Information</b> page to identify the <b>Max Head Count</b> and <b>FTE</b> (full-time equivalency) for the position.	
14.	The Update Incumbents, Include Salary Plan/Grade and Include FTE check boxes are not available when adding or updating positions using the Position Control Request page.         These options (updated in the Position Management) allow updates to the positior to automatically update the position-related fields in Job Data for the assigned	
	incumbents.	
15.	Click the UC Position Data tab. UC Position Data	



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Step	Action
16.	Use the UC Position Data page to enter the HR Worksite, Employee Relations Code, Incentive Award Plan (if applicable) and if there are any special training or security clearances required for the position.
	<b>Note:</b> For Lawrence Berkeley National Lab (LBNL1) an additional section appears at the bottom of the page to track <b>Secondary Org Department</b> and <b>Description</b> .
17.	Click the <b>Supporting Documents</b> tab. Supporting Documents



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Step	Action
18.	Use the <b>Supporting Documents</b> page to add attachments to the position record, if needed.
19.	When the position entry is complete, click the <b>Save and Submit</b> button.



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Step	Action
20.	The position request is automatically routed to the appropriate person(s) for approval.





Step	Action
21.	After the position is entered and approved, the funding can be entered for the position.
	The next task demonstrates how a Location Funding Initiator enters the funding.

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Step	Action
22.	Location Funding Initiators use the <b>Funding Entry</b> page to enter funding for new positions.
23.	Click the Add a New Value tab. Add a New Value



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Step	Action
24.	Enter the Set ID, Fiscal Year, and Budget Level fields.
	Also enter the <b>Department</b> and <b>Position Number</b> fields for the funding entry.
25.	Click the <b>Add</b> button.



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Step	Action
26.	The funding entry can be completed prior to or after hiring the employee.
	If the position is for an employee with capped salary, above cap salary or Multiple Components of Pay (MCOP), then the <b>Salary Cap / MCOP Funding Worksheet</b> link becomes available on this page to complete the appropriate funding.
27.	The position details appear at the top of the page, including the <b>Budget Begin Date</b> and <b>Budget End Date</b> .
28.	The <b>Job Data Snapshot</b> section is blank, which indicates there is not an incumbent employee in the position at this time.
29.	Enter the Funding Effective Date and the Earnings Distribution information.
30.	Scroll to the right to view additional fields.



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Step	Action
31.	There are a variety of distributions for earnings. The total distribution percentage by earn code must equal 100 percent. In this example, all earnings are funded by a single source.
	To enter funding details for multiple funds and allocation percentages, you can insert additional rows as necessary.
	This example does not require additional distribution rows.



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Step	Action
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Step	Action	
34.	After saving the transaction and when there are no errors, the system displays the <b>Submit</b> button.	
	Click the <b>Submit</b> button.	
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Step	Action
35.	The request is automatically routed to the appropriate person(s) for approval.
36.	You have viewed a simulation of how to enter a request for a new position and funding for the position in UCPath. <b>End of Procedure.</b>